

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, March 6th, 2017

MINUTES

Hampden Town Office

Attending:

Mayor David Ryder, Acting Chair

Town Manager Angus Jennings

Councilor Mark Cormier

Councilor Dennis Marble

Councilor Terry McAvoy

Councilor Ivan McPike

Councilor Greg Sirois

Mayor Ryder called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. February 6, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the meeting minutes. Motion passed 6-0.*
- b. February 21, 2017** – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the meeting minutes. Motion passed 6-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed.*

3. Old Business

4. New Business

- a. Executive Session – Pursuant to 1 M.R.S.A. § 405(6)(A) – Personnel Matters** – *There was a motion by Councilor Sirois seconded by Councilor McAvoy to go into Executive Session to discuss personnel matters pursuant to 1 M.R.S.A. §405(6)(A). Mayor Ryder called for a voice vote. Councilor McAvoy – aye; Councilor Cormier – aye; Councilor Marble – aye; Councilor McPike – aye; Councilor Sirois – aye; Mayor Ryder – aye. The Committee convened in Executive Session. The Committee returned to open session for the purpose of resuming the Committee meeting at 6:35 PM.*
- b. Request for authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of paying for a second printing of Senior Yellow Pages** – *referral from Services*

Committee – There was a motion by Councilor Marble seconded by Councilor McPike to recommend Council authorization for the expenditure of \$250.00 from the Host Community Benefit Account for the purpose of sponsoring a second printing of Senior Yellow Pages by the not-for-profit organization Gateway Seniors Without Walls.

c. Service Fees – Abatement requests based on 2% revenue threshold:

Community Housing of Maine, requested abatement \$1,794.62

OHI George Street, requested abatement \$1,265.83

OHI Patterson Road, requested abatement \$1,453.99

Penquis Mental Health Services, requested abatement \$1,744.63

The Housing Foundation, requested abatement \$15,606.11

Manager Jennings summarized the five abatement requests included in the packet, noting that an additional two Service Charges have been appealed to the Board of Assessment Review. Councilor McPike noted that one of the five properties hadn't paid any amount in FY16 and Manager Jennings stated that in that case the FY16 invoice had been sent again, with the FY17 invoice, with a letter stating that the property owner is responsible for both charges.

Councilor Marble asked how the amounts were assessed and Manager Jennings said the Assessor follows the methodology in the Service Charge Ordinance. Because the Assessor is out on sick leave she was unable to attend tonight.

There was a motion by Councilor Sirois seconded by Councilor Cormier to approve the requested abatements, and the motion passed 5-1 with Councilor McPike opposed. During discussion, it was noted that all abatement requests had been accompanied by audited financial statements except for Penquis. Committee members indicated that they'd like to hear from the Assessor regarding how the fees are assessed. Councilor Cormier withdrew his second of the original motion, and it was agreed that these requests would be tabled until the Assessor could be present at a future meeting.

d. Summary of Council / Manager FY18 Goal Setting session held on Saturday, February 18, 2017 – Manager Jennings presented a working draft of a summary memo and tables illustrating key outcomes of the Goals Setting session. It was agreed that Manager Jennings would work with the Chairs of the four Committees in order

to refine this list of priorities in order to present it for formal endorsement at future meetings of the Committees, and eventually by the Council.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:59 p.m.

Respectfully submitted –
Angus Jennings, Town Manager